

Missouri State Library  
Office of the Secretary of State

Library Services & Technology Act  
Federal Grant Program

# **DIGITAL IMAGING**

## **Track I:**

### **First Steps in Digitization**

Grant Application

Fall 2004

**Missouri Five-Year State Plan  
For the Use of  
Library Services and Technology Act (LSTA) Funds  
Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

**Missouri State Library  
LSTA Grant Program  
Digital Imaging Track I: First Steps in Digitization  
Information & Guidelines  
Fall 2004**

**What is this grant program?**

This grant track is intended for those institutions that are just beginning to work with digital imaging projects. It provides an opportunity for them to create digital access to their important collections without having to incur potentially prohibitive staffing, equipment and other technology costs. The program also offers the chance for mentoring or partnering relationships with more experienced institutions that can introduce standards and best practices in the selection, digital capture, storage, and Web-delivery of documents.

The grants are restricted to projects that involve original source materials. Materials specifically excluded are: genealogical materials, maps and government documents. Grants involving these materials may be considered in subsequent years of this program. It is preferred that newspapers focus on a significant historical period.

Projects must follow the standards for metadata and image capture made by the Missouri Digitization Planning Project. These documents are available at:

<<http://www.virtuallymissouri.org/guidelines/guidelines.html>>.

**Core Requirements & Considerations:**

- Grantees are **required** to outsource all scanning and document image processing.
- It is **preferred** that grantees outsource database maintenance and web hosting for the project.
- Grantees have the **option** of outsourcing metadata creation or creating it in-house.
- A partnering or mentoring institution for the project is also **highly recommended**. Applicants may contact the State Library for a list of previous grant recipients to approach as prospective partners/mentors. A list of previous grant recipients is posted at: <http://www.sos.mo.gov/library/development/grants.asp> under the entry for the Digital Imaging Grants. A partnering institution is one that would co-sign the grant application and provide one or more of the services listed above. A mentoring institution would provide only consulting services to the grantee.

**Who may apply?**

- Public libraries that currently receive state aid
- Academic libraries
- School or Special libraries with original source materials (historical or cultural)
- Archives, historical societies, or museums are eligible to participate in partnership with a library.

- All libraries meeting the definitions of public, academic, and special library and library consortium as defined in the *Missouri Five-Year State Plan for the Use of Library Services and Technology Act (LSTA) Funds* are eligible to serve as the primary applicant and fiscal agent for these grants. A copy of the definitions is posted at:  
<http://www.sos.mo.gov/library/development/grants/define.asp>

### **What amount of funds may be requested?**

There is no limit on the amount of funds that may be requested. The State Library may decide to award a grant request in full or in part subject to funding availability and program priorities.

### **Are local matching funds required?**

A twenty-five percent (25%) match is required for hardware purchases, including but not limited to computer workstations, servers, and printers.

### **How may the grant funds be used?**

#### ***Eligible expenses:***

- To hire outside personnel to carry out indexing or metadata creation.
- To contract with a vendor or outside institution for scanning, indexing, or metadata creation.
- To contract with a vendor or outside institution for provision of server space or web hosting services during the grant period. **The grantee must commit to taking over these costs after the end of the grant period.**
- To purchase web-authoring software, specialized database software, or web server software.
- To hire a part- or full-time director for the grant project.

**Note:** A library may use grant funds to pay an existing part-time employee for extra work hours to plan and/or implement the project (including serving as project director), or a library with limited staffing may hire a qualified individual at an hourly rate to perform any of these functions. A full-time employee from an institution participating in this grant project also may receive grant funds for working as the project director, but their work on the project must take place in addition to their regularly scheduled hours.

#### ***Ineligible expenses:***

- Acquisition of digital scanning or photographic equipment.
- Furnishings, signage, coin-operated devices on equipment, vehicles, and other items that may be deemed ineligible by the Missouri State Library.
- On-going operating costs, such as monthly Internet Service Provider (ISP) fees.
- LSTA grant funds may not be used for administrative overhead.
- Existing staff costs.

## **Other Requirements:**

- The grant project must involve digital access to original source materials. "Original source materials" refers in general to original historical and cultural materials, and not printed material or reproductions of original documents unless the original no longer exists.
- Some examples of items that would typically fall within the scope of this grant are:
  - a) Archival materials, manuscripts, diaries, or journals; photographic negatives, prints, or movie film;
  - b) Electronic media, such as video tapes, video disks, computer magnetic tapes, or floppy disks;
  - c) Sheet material, including handwritten musical scores, posters, drawings, or prints;
  - d) Sound recordings, including oral histories, songs, speeches, radio broadcasts, or interviews.
- This definition is intended only as a guide: if you have materials that do not fit into the above categories, please contact the grant administrator for consultation.
- Genealogical materials, maps and government documents are specifically excluded from the scope of this grant.
- The grant project must involve use of a standard metadata scheme for item description and indexing (see "Descriptive Metadata" section below). The Dublin Core metadata set is preferred for this grant program. Metadata records must include the 8 minimum item level fields (see Virtually Missouri guidelines at [http://www.virtuallymissouri.org/guidelines/appendix\\_b](http://www.virtuallymissouri.org/guidelines/appendix_b))
- The grantee must be willing to participate in statistical information gathering and other surveys to measure the effectiveness of this project. For example, grantees may be asked to specify what percent of a given set of materials required re-scanning to meet imaging standards for the project.
- The grantee must be able to provide documentation of output measures such as searches done on a project database or web page.
- The grantee must be willing to participate in the Virtually Missouri project by a) having a link to their local project displayed on the Digitized Collections page (<http://www.virtuallymissouri.org/vmdigcoll.html>), and b) by migrating metadata records to the Virtually Missouri central database (see Search Digitized Items on the Virtually Missouri home page.)

## **Thematic Categories:**

Applicants are encouraged to submit proposals that incorporate one or more of the following five broad themes. These themes are designed to stimulate interest in digitization of historical materials considered significant and relevant to Missouri history and to give a sharper focus to this grant program. Grant applications whose materials do not fall into one of these five categories will be accepted and given an equal review according to their relevance under the previously existing guidelines for the program.

The five themes are:

- The Civil War in Missouri
- The Westward Movement: to Missouri and Beyond
- Women in Missouri History

- Immigrants to Missouri: from Early Days to the Present
- Journeys in Missouri: Rivers, Railroads and Route 66

### **What other opportunities or obligations do grantees have?**

- All grantees are required to attend the “**Planning Your Digitization Project**” offered by MLNC on an as-requested basis. See the workshop description at: <http://www.mlnc.org/Workshops/digitplanning.html>. If the grantee has attended or will attend this workshop prior to July 2004, the requirement may be waived. All prospective applicants for future rounds of this grant track are strongly encouraged to attend this and the other workshops in MLNC’s Digitization Workshops track (see the link at: <http://www.mlnc.org/Workshops/workshops.html>).
- At the discretion of the State Library, selected grantees may be required to attend a workshop in 2004-2005 and make a presentation on their projects.
- Grantees will be encouraged to present demonstrations and progress reports at various other venues around the state, such as the Missouri Digitization Conference, the State Library’s Summer Institute, meetings of the Missouri Digitization Planning Committee, or others.

### **What are the priorities for fundable projects?**

The following are key elements in designing a project that will receive priority for funding under this program:

- **Importance of the collection.** The proposal must demonstrate the unique nature of the materials to be processed, how they fit into the category of original source materials, and what value or benefit will accrue to the citizens of Missouri and other patrons by making them available in digital format via the Web. Collections should be generally representative of Missouri. It is important to demonstrate what demand exists for these collections already.
- **Uniqueness and Availability.** Explain what makes your materials unique – are they held at few or no other institutions? Are they already available in digital form at another site?
- **Indexing.** Explain what indexing method the project will incorporate and why it was chosen over others. Show how this indexing will facilitate search and retrieval of digital images.
- **Metadata.** The project must include metadata relating to content description, administrative information, and file structure as part of the indexing for each digital image captured during the project. This metadata should include:
  1. **Administrative Metadata:** provides the management structure for a digital item, including rights management, access control, preservation, image identification and features.
  2. **Structural Metadata:** describes the internal organization of a document. It supports functions such as providing key access points (table of contents, etc.); browsing, navigation (turning pages); relationships (sections vs. chapters); presentation (arrangement of sections). Structural metadata is provided by document encoding schemes and the database programs that house the digital images.

3. **Descriptive metadata:** defines elements for discovery and identification of items (such as title, subject, author, keywords, etc.). Descriptive metadata should follow standard practices for one of the following well-known formats, Dublin Core, EAD, GILS, or contain data elements that map to the Dublin Core elements.
- **Thesaurus.** Controlled vocabulary for subject headings. Please state whether you are using a standard system such as Library of Congress Subject Headings or National Archives Topical Subject Thesaurus, or if not, why you chose not to use controlled vocabulary.
- **Delivery System.** Describe the database management system and web server program or other system you will use to store and deliver digital objects and metadata via the Web. For example, Microsoft Access or FilemakerPro combined with Microsoft Active Server Pages.
- **Imaging Standards.** Projects should conform to the Missouri Digitization Planning Committee's guidelines on metadata, scanning, and copyright. These may be obtained at: <http://www.virtuallymissouri.org/guidelines/guidelines.html>.

#### **How long is the grant period?**

January 1, 200 through December 31, 2005

#### **What is the review process and application deadline?**

- To be eligible for review, applications must be **postmarked by October 4, 2004, or hand-delivered by 5:00 pm October 5, 2004.**
- **Only complete applications from eligible libraries and their partners will be reviewed.**
- Outside committees will assist State Library staff in reviewing and evaluating the formal grant proposals. The review committees will be made up of staff members from libraries, archives, museums and other cultural heritage institutions. They will be selected for their professional competence and experience in content selection, digital imaging and project management.
- The State Librarian reviews all recommendations from staff and the committees and makes her recommendations for grant awards to the Secretary of State.
- Final decision on all grants is made by the Secretary of State.
- A list of funded applications will be posted to the State Library's web site (at URL <http://www.sos.mo.gov/library/development/grants.asp>) in January 2005, after the grantees have been individually contacted.
- Grant funds may be encumbered or expended only after the grant agreement is fully executed and signed by the grantee, the State Librarian, and the Executive Deputy Secretary of State.

**Grant program timeline:**

October 4, 2004	Applications due (postmark date)
October 5, 2004	Hand-delivered applications due
January 1, 2005	Beginning of grant period
December 31, 2005	End of grant period
January 31, 2006	Final report due to State Library: all funds should be spent

**Where do I apply?*****Mail completed application form to:***

Carl Wingo, Library Consultant for  
Technology & Bibliographic Services  
Missouri State Library  
600 West Main Street, PO Box 387  
Jefferson City, Missouri 65102-0387

**For further information contact:**

Carl Wingo, Library Consultant for Technology & Bibliographic Services  
Missouri State Library  
600 West Main Street, P.O. Box 387  
Jefferson City, Missouri 65102-0387.  
Telephone: 573-526-1087 or (in Missouri 800-325-0131, ext. 12).  
E-mail: [carl.wingo@sos.mo.gov](mailto:carl.wingo@sos.mo.gov).

**CIPA COMPLIANCE**

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded and the grant period of the award. If triggered, CIPA will require a grant recipient to certify either that it is undertaking efforts to comply with CIPA or that it has in place a policy of internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with internet access. The nature of the certification depends upon the type of library making application and the grant period of the award.



**Missouri State Library  
LSTA Grant Program  
Digital Imaging Track I: First Steps in Digitization  
Application Instructions  
Fall 2004**

*Please call Carl Wingo, Library Consultant for Technology & Bibliographic Services, Library Development Division, Missouri State Library at 1-800-325-0131, ext. 12, if you have questions about the instructions or the application form.*

**GENERAL INSTRUCTIONS**

- Use the enclosed application form. The application form is not to be changed in any way. Responses should be typed. **Signatures should be in blue ink.**
- The application will be photocopied for use by the Grant Review Committee. Fill in the applicant library and partnering institution(s) names at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II—Narrative is to be typed double-spaced on plain sheets, with the applicant library and partnering institutions' names at the top of each sheet. Attach this narrative to the back of the application form. **Please number the pages.**
- Signatures must be included or the application will be ineligible for consideration. Please sign in blue ink.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portions. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, notebooks, or staples.

**ITEMIZED INSTRUCTIONS**

**Part I**

*Project number* — Leave blank.

*Name of applicant library* — Give the official, legal name of the library and its parent organization. If an archive, museum or historical society is partnering with a library on the grant, the library **must** be listed as the applicant on the application form.

*Federal Tax I.D. # or MO Vender # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vender ID number. In some cases, it is different and this is the number we must have to process your application.

*Project Director* — Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address.

*Project Title* — Give a brief title for your project.

*LSTA funds requested* — Show the total amount of grant funds you are requesting. Round to the nearest dollar.

*Project Description (Abstract)* — In a brief paragraph, clearly and simply describe the proposed project—its purpose, target audience, and activities. Do not exceed the space provided on the form.

*Payment Information* — List the name and address of the **library** to which grant payments will be sent. In most cases, this will be the institution listed on the first page of the application. Digital imaging projects that involve more than one library and/or institution must have one library serve as the project administrator and fiscal agent. If an archive, museum, or historical society is partnering with a library on the grant project, the library **must** be listed both as the primary applicant and as the fiscal agent, regardless of the relative shares of project tasks done by the project partners.

*List of participating libraries and institutions* — Give a complete list of names, addresses, and phone numbers of all libraries and institutions involved in the project. Signatures of authorized representatives of each partnering institution must be included.

## **Part II — Narrative**

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Print the applicant library and partnering institution's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip the sheets of the narrative section to the application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

*Budget* — The budget should provide an overview of all anticipated project costs from federal and local sources. Round all amounts to the nearest whole dollar. Federal funds may not be used as a match. LSTA funds may not be used for administrative overhead. If local funds will be added to the project, list them in the spaces provided.

- A. Contractual Services — Costs for specific services to be performed by an outside vendor, organization or individual under contract. This could include outsourcing contracts or consultant fees.
- B. Equipment — We do not anticipate libraries using Digital Imaging Grants to augment local equipment needs. You may include in this category that equipment which is directly related to the project, such as computer workstations and servers. The grantee must pay 25% of the cost of these items. Include only items with a useful life of at least one year and an acquisition cost of more than \$250. Small items of equipment that do not meet this definition should be shown in the “Other” category. **Computers must meet or exceed the minimum specifications listed in the application form.**
- C. Software — Web-authoring software, specialized database software, or web server software. Standard office software such as Microsoft Access is not eligible.
- D. Personnel — Any full- or part-time employees hired on a temporary basis to work on-site during the grant project.

- E. Travel — Grantees may claim a mileage allowance of \$0.345/mile if they are required to travel to a project presentation workshop held by the State Library, or if they must transport materials for digitization to vendors. The distance traveled one-way must be greater than 30 miles in order to qualify for reimbursement.
- F. Other—Costs of any items that do not fall under the categories above, such as postage, printing, and small equipment costing less than \$500. This may also include supplies such as photographic or computer supplies, and shipping & handling charges.

### **Part III — Certification and Signatures**

*Signature of Library Director* —The administrative head of the applicant library (the library named on the first line of page 1 of the application), i.e., the library director, or other administrator, must sign the application form **in blue ink**.

*Signature of Library Board President or Authorizing Official*—The library board president, school superintendent, or other head of the administrative board of the applicant institution, must sign the application form **in blue ink**. If a board does not govern the applicant library, the signature must be from an individual with the authority to oversee and sign legal binding agreements for the applicant library. If you have any questions about this requirement, please call Carl Wingo at (800) 325-0131, ext. 12 for instructions. A signature and date on these lines indicate that the library board or authorizing official approves the intent of the grant and will allow the designated project director to oversee the project.

## Checklist

The following checklist may be used to ensure that the application is complete.

### General:

- \_\_\_\_\_ The application includes Part I, Payment Information, List of Participating Institutions, Budget Worksheet, and Part III of the application form supplied by the State Library.
- \_\_\_\_\_ Additional pages are typed (double-spaced) on one side of 8½ x11" sheets, with the applicant institution name in the upper right-hand corner. Pages are numbered.
- \_\_\_\_\_ The complete application is paper clipped. Please do not use binders, folders, or notebooks, or staples.
- \_\_\_\_\_ The application will be postmarked or hand-delivered by the deadline dates.
- \_\_\_\_\_ The address to which the application is being mailed is correct and complete.
- \_\_\_\_\_ The application has been proofread with mistakes corrected, and is neat, well organized, and easy to read.

### Part I:

- \_\_\_\_\_ All lines are filled in.
- \_\_\_\_\_ Project Summary concisely states the main idea of the proposed project.
- \_\_\_\_\_ Budget section is filled in and math is correct.
- \_\_\_\_\_ Project partner information is complete and signatures are attached.

### Part II:

- \_\_\_\_\_ Proposal includes complete and detailed answers to all questions.
- \_\_\_\_\_ Answers are numbered to correspond with the questions.
- \_\_\_\_\_ Proposal includes a line-item budget, a narrative budget, and specifications for each piece of equipment requested (if applicable).
- \_\_\_\_\_ Appended materials are camera-ready. Applications are photocopied as they arrive at the State Library. If catalog pages are attached, please cut and paste, or circle in heavy dark lines, ONLY the pictures/descriptions of the equipment you are requesting (if applicable).

### Part III:

- \_\_\_\_\_ Application is signed by the appropriate officials.

Missouri State Library  
LSTA Grant Program  
**Digital Imaging Track I: First Steps in Digitization**  
Grant Application  
Fall 2004

Project # \_\_\_\_\_

**Part I – You must use this sheet as page one of your application!**

*Please type.*

Name of applicant library: \_\_\_\_\_

Federal Tax I.D. # or MO Vender # if different: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Institution director: \_\_\_\_\_

Project director (contact person): \_\_\_\_\_

E-mail address (contact person): \_\_\_\_\_

**Project Title:** \_\_\_\_\_

Total population of library's legal service area: \_\_\_\_\_

Estimated number of persons to be served by this project: \_\_\_\_\_

**LSTA funds requested:** \$ \_\_\_\_\_

Local funds to be used (if applicable) \$ \_\_\_\_\_

**Project description** (not to exceed space provided):

**PAYMENT INFORMATION:**

Name and address of library to which payments will be sent (fiscal agent):

Library name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**List of participating institutions**

Give a complete list of libraries and other institutions participating in this grant project. Signatures of authorized representatives of each partnering institution must be included. Attach an additional sheet, if needed.

**PROJECT PARTNER #1:**

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Typed name & title of representative: \_\_\_\_\_

**PROJECT PARTNER #2:**

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Typed name & title of representative: \_\_\_\_\_

**PROJECT PARTNER #3:**

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Typed name & title of representative: \_\_\_\_\_

## **Part II: Narrative**

Attach additional sheets with responses to the following items. Include the applicant institution and partnering institution(s) names in the upper right-hand corner of each sheet. Number your responses to correspond with the numbers below. Please type, double space, and number the pages.

### **1. INTRODUCTION (maximum 1 page)**

- i. Introduce the library that will serve as fiscal agent and describe its qualifications as an applicant for funding. Establish its credibility as an agency that can effectively administer a digital imaging grant. Give similar background information for all project partners.
- ii. Describe any previous experience with digital imaging projects.

### **2. NARRATIVE DESCRIPTION OF THE PROJECT (maximum 5 pages)**

#### **A. Collection:**

- i. Please describe the desired outcome of your project and the digital collection that will result.
- ii. How was the collection selected? What is its scope and content? How can it be characterized as original source materials? What criteria have you used to evaluate the historical and/or cultural value of the selected materials? Why is this collection unique, significant, and generally representative of Missouri or a part of Missouri history? Are any materials also held at other institutions? Are any materials already available in digital format or via the Web?
- iii. How will providing digital access benefit the people of Missouri? Describe and document, if possible, the current level of demand for this collection.
- iv. Does your project fit into one of the themes listed in the guidelines? If so, how?

#### **B. Metadata & Indexing:**

- i. What metadata scheme will you use to describe the collection? How will you handle the use of administrative and structural metadata?
- ii. How will the collection be indexed? What level of access will this indexing provide (i.e., record-level, collection level, etc.)?
- iii. What hardware and software will you use to provide web-searchable access to the collection?

#### **C. Methodology:**

- i. Who will carry out the various components of the project? Give professional background, training and/or expertise for each person working on the project.
- ii. If you plan to outsource any portions of the project, what criteria and methods will you use to identify competent vendors or contract professionals?
- iii. If you plan to outsource a portion of the project, what quality control procedures will you put in place? How will you enforce standards? Do your legal agreements with vendors reference this issue?
- iv. If you are requesting hardware in this grant, please explain the specific use(s) to which it will be put and where it will be located during the project, and what it will be used for and where it will be located after the project is completed.
- v. Innovative features—List anything about this project that is innovative or unusual.

- vi. How will this project contribute to statewide understanding of standards and best practices for digital imaging projects?

**D. Financial Issues:**

- i. How will you support this digital collection financially so it will be accessible to the public free of charge?
- ii. What impact will implementing this project have on your institution's ability to maintain ongoing services (i.e., staffing, operation and maintenance budgets, etc.)?

**E. Legal Issues:**

- i. If you plan to use materials or collections that belong to other institutions, please explain what steps you have taken to ensure appropriate legal agreements are in place regarding ownership, copyright, and use of those materials. Have you consulted with your legal advisor regarding these issues?

**3. PARTNERING LIBRARIES AND OTHER INSTITUTIONS**

- Describe in detail the role each project partner will have in this project. Include a brief one- or two-sentence description of each partnering institution.

**4. PROJECT ACTION PLAN (IMPLEMENTATION)**

- Work Plan--Present a detailed, step-by-step work plan, in chronological order, in the form of a **timetable with tentative dates**, that describes the activities to be used to complete your project. Include program content, frequency and duration of activities, resources and equipment to be used, personnel involvement, partners' roles/involvement, and expected completion dates.

**5. EVALUATION OF PROJECT**

- Describe how you will carry out ongoing monitoring on project progress and quality levels for outsourced work. How will the project be evaluated, what tools of measurement will be used to determine the extent to which the project met its objectives, and who will perform the collection and analysis of evaluation data? Will there be follow-up evaluation after the project is completed?
- Append a sample evaluation form, if one is being used. Tools of measurement include questionnaires, interviews, data or number collection, use of existing data, structured observation, logs to record hit rates on the web site, etc.



## 6. BUDGET (2 parts)

- **Part 1—Line Item.** Using the budget portion of the application form (page 1) as a guide, include a line-item budget listing the expected expenditures. Round all figures to the nearest whole dollar. Check your math! Include the unit price of each piece of equipment.

### Sample Budget:

<u>Contractual Services</u>	<b>LSTA</b>	<b>Local</b>	<b>Total</b>
Outsourced scanning (\$30/hr x 75 hrs)	\$2,250	\$0	\$2,250
Contract cataloging & indexing (\$50/hr x 200 hrs)	\$10,000	\$0	\$10,000
<u>Equipment</u>			
4 computer workstations @ \$2,000/ea.	\$6,000	\$2,000	\$ 8,000
<u>Software</u>			
DreamWeaver MX 2004	\$400	\$0	\$400
<u>Personnel</u>			
On-site full- or part-time temp. staff: (\$15/hr x 50 hours)	\$750		\$750
<u>Travel</u>			
Mileage allowance for travel to required project presentation workshop @ \$0.345/mile x 75 miles (mileage must be greater than 30 miles)	\$25	\$0	\$25
<u>Other</u>			
(Printing supplies, postage, shipping & handling, etc.)	\$100		\$100
<b>TOTALS</b>	<b>\$19,525</b>	<b>\$2,000</b>	<b>\$21,525</b>

- **Part 2—Narrative.** Further explain, in narrative form, each line item in the budget. Show that these expenditures are clearly related to your project. If requesting funds for equipment, include the specifications and unit price of each piece, and state why these items are not available for project use from the partnering agencies, why they are necessary for the project activities, and where the equipment will be located during the project and after the project is completed. **Note: The applicant library retains ownership of the equipment at all times.**

Library \_\_\_\_\_

**6. BUDGET WORKSHEET: LSTA Digital Imaging Track I: First Steps in Digitization Grant Application**

	<b>LSTA FUNDS</b>	<b>LOCAL FUNDS</b>	<b>Total</b>
<u>Contractual Services</u>			
<u>Equipment</u>			
<u>Software</u>			
<u>Personnel</u>			
<u>Travel</u>			
<u>Other</u>			
<b>TOTALS</b>			

<b>Computer Minimum Specifications – September 2003</b>	
<b>Computer Workstations</b>	
Processor	2.2 GHz
Memory	512 MB SDRAM
Monitor	17" color
Operating System	Windows 2000 w/ Service Pack 3; Windows XP Professional
Floppy Drive	3.5 inch 1.44 MB diskette drive
CD-ROM	48X Standard CD-ROM, or 12x DVD, or 32X12X48X CDRW
Hard Drive	40GB
Video	4x AGP w/ 32MB RAM
Network Card	10/100 Ethernet network card if you have or plan to implement an Ethernet network
<b>Laptop Computers</b>	
Processor	2.0GHz stepping technology (such as Intel SpeedStep)
Memory	256 MB SDRAM
Monitor	14.1" XGA Color Display
Operating System	Windows 2000 w/ Service Pack 3; Windows XP Professional
Floppy Drive	3.5 inch diskette drive
CD-ROM or DVD	48X Standard CD-ROM, or 12x DVD, or 24X10X24X CDRW
Hard Drive	20GB
Video	4x AGP w/16MB SGRAM graphics video card
Sound	Integrated 16-bit sound card
Network Card	10/100 Ethernet card (Integrated is optional and recommended)
Modem	56K (Integrated is optional and recommended)
Expansion Slots	Two PCMCIA Type II slots
External Ports	NTSC/PAL Output, (2) USB, Parallel, Serial, VGA, PS/2, S/PDIF
Battery	Lithium Ion battery and AC pack
<b>Servers</b>	
Processor	2.2 GHz
Memory	512MB SDRAM
Monitor	15" color
Operating System	Windows 2000 Server w/ service pack 3
Floppy Drive	3.5 inch diskette drive
CD-ROM	48X Standard CD-ROM, or 12x DVD, or 16X10X32X CDRW
Hard Drive	80GB hard drive plus software storage (i.e., GB free hard disk space after all software installations have been made); 5GB system partition (NOS)
Video	32 MB AGP Graphics card 4X
Network Card	10/100 Twisted Pair Ethernet network card if you have or plan to implement an Ethernet network

All computers purchased with LSTA grant funds must meet these minimum specifications established by the Missouri Secretary of State's Office.

## Part III: Certification and Signatures

**ATTENTION: You must use Part I, Payment Information, List of Participating Institutions, Budget Worksheet, and this page as part of your application! To complete this application, attach numbered pages with responses to items in Part II. Part III must be the last page of your application.**

Signatures of both the Library Director and the Library Board President (or Authorizing Official) are required, or the application will not be considered.

*We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. The appropriate authorities of the applying library have authorized this application. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.*

\_\_\_\_\_  
Type name of Library Director

\_\_\_\_\_  
Type name of Library Board President  
or Authorizing Official

\_\_\_\_\_  
Signature, above official (in blue ink)

\_\_\_\_\_  
Signature, above official (in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Mail completed applications to:***

Carl Wingo  
Consultant for Technology & Bibliographic Services  
LSTA Digital Imaging Grants  
Missouri State Library  
600 W. Main St., PO Box 387  
Jefferson City, MO 65102-0387

**Application deadline: October 4, 2004 (postmarked); October 5, 2004 (hand delivered)**

For State Library use only:

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

\$\_\_\_\_\_ Amount Awarded

*These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.*



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